

Title:	Lone Working Policy
Keywords:	Alone, Remote, Unaccompanied, Health and Safety
Description:	Guidance on Lone Working
Publish Date:	February 2019
Next Review date:	Every three years

UKfilmNet | Lone Working Policy Statement

It is UKfilmNet's responsibility under the Health & Safety at Work etc. Act 1974 to ensure, so far as is reasonably practicable, the Health and Safety of its employees and individuals undertaking activities when working alone.

This policy deals both with individuals who may be required to work by themselves on or off campus or who work outside normal working hours on campus unaccompanied or without immediate access to another person/s for assistance. Also any individual (e.g. student) undertaking fieldwork, or practical projects without direct supervision and who are exposed to a significant risk of the hazards associated with lone working.

'Normal Working Hours' are defined as UKfilmNet's core working hours 09:30 – 17:30 Monday to Friday, with 'Out of Hours' defined as anytime outside of UKfilmNet's normal working hours, including weekends and all public holidays.

In most instances UKfilmNet considers the carrying out of normal office work to be low risk, especially where there is ready access to either a land phone or mobile phone which an individual can use to summon assistance –using the '999' emergency number.

Associated Documents	UKfilmNet Risk assessment policy
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Working alone by definition means there will be no direct supervision and/or contact. As with other health and safety risks, UKfilmNet policy therefore requires this to be proactively managed by carrying out a risk assessment of activities (particularly where there are identified risks) and adopting safe working arrangements to control risks.

Apart from ensuring individuals are sure that they are capable of doing the job/activity safely on their own, it is also important that managers ensure;

- That lone working is considered in all risk assessments carried out in their area of responsibility, and that appropriate formal records are kept.
- Lone working is avoided wherever possible.
- The lone worker knows about the hazards & risks present in the work to be undertaken, and the controls to be followed to reduce the risk.
- The lone worker knows what to do if something goes wrong.
- The lone worker is instructed to formally report any incident.
- Someone else knows the whereabouts of a lone worker and what he or she is doing.
- Consideration is given to the need for effective communication systems for assistance to be summoned.

Individual responsibilities include;

- Avoiding lone working wherever possible (outside of a normal working environment).
- Comply with all control measures as identified through the risk assessment.
- Ensure that agreed control measures are adhered to, and that plans are not deviated upon without prior agreement, or the knowledge of a manager.

Risk Assessments

The assessment of the risks to which a lone worker may be exposed must take into account and consider:

- An individual's ability to carry out their activities safely on their own.
- The potential for the individual to be subject to violence or allegations of inappropriate behaviour.
- The individual's ability to request assistance or to withdraw safely from a volatile situation.
- The individual's fitness or ability to work alone.
- Sudden illness or emergency (e.g. accidents, ability to raise the alarm).
- Effects of social isolation
- Fire safety and/or access to fire protection
- Any existing precautionary measures and emergency arrangements.

This list is not intended to be exhaustive, every situation is different and individual controls for those situations must be considered based on their own merits.

Examples of control measures for lone working include;

- Prevention of lone working wherever possible.
- 'Buddy' systems
- Suitable training
- Suitable emergency equipment and emergency arrangements
- Adequate supervision
- Defined work activities and working processes, including written safe systems of work.

Further guidance and advice on working alone safely is available from the Health, Safety & Wellbeing Team, but there are additional external sources that are useful, such as the [Suzy Lamplugh Trust](#).